

## **MINOS Shift Policy**

(June 5<sup>th</sup>, 2006 by Alfons Weber & Cat James)

Approved by the IB in June 2006

Approved modified point 6. in December 2006

1. MINOS shifts are done in the MINOS control room at Fermilab. Additional shifts may be done at the Soudan mine or the Main Control Room.
2. Shifts are an institutional responsibility. Each institute has to provide around 1.5 weeks of shifts per shift period per “current author” (as declared at October 2006). The exact shift quota will be calculated assuming that all Fermilab and 20% of the Soudan shifts will be filled.
3. Shifts schedule:
  - a. At Fermilab:  
Shifts start on Mondays at 6:00 and 18:00 and on Thursday at 0:00 and 12:00 for 7h and continue for 7 consecutive days.
  - b. At Soudan:  
Shifts start on Mondays at 8:00 for 9h for 5 consecutive days.
4. The current shift period runs from May 06 to Oct 07.
5. Only MINOS collaborators can do shifts.  
(“MINOS collaborator” is a more inclusive group than MINOS authors which includes engineers, senior undergraduates, technicians and new graduate students, who made or will make significant contributions to MINOS, but not summer students and short term visitors.)
6. All shifts, which are unfilled 2 month before taking place, will be assigned by the run coordinator to those institutions, which are most behind in their shift quota. It will thus be the responsibility of that institution to make sure that the shift assigned is filled.
7. The shift quota of all institutions is published at the end of each shift period.